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JUL 26 1952

TO: Deputy Director (Administration)

FROM: Assistant Director for Communications

SUBJECT: Establishment of Message Center Secretariat T/O for DCI.

PROBLEM

To establish a table or organization for the Message Center Secretariat.

FACTS BEARING ON THE PROBLEM

A. CIA Clandestine Services are to be organized in accordance with Command and Staff lines 1 August 1952.

B. This reorganization establishes a Message Center, headed by a Secretariat, immediately responsive to the Office of the Director.

C. The Director, on 14 July, approved the immediate establishment of a Cable Secretariat and a processing unit (the latter to be accomplished by redesignating the present processing branch of the Signal Center as the Message Center).

D. The Cable Secretary, [redacted], is on duty and his Deputy, [redacted] is available for T/O assignment in the Secretariat.

E. The Message Center, headed by the Secretariat, will be responsible to the Director for all CIA covert cable release and distribution. Further, this Message Center will shortly be responsible for a pouchgram service.

F. Slots are currently available, on an interim basis, for Processing Branch personnel of the Message Center but slots are not available for the Message Center Secretariat.

DISCUSSION

The establishment of a Table of Organization for the Message Center Secretariat will permit Major Butler and his Secretariat Office personnel to be approximately assigned concurrent with the reorganization of 1 August 1952. Also the assignment of administrative personnel will be permitted. It should be noted that Secretariat personnel are to be selected and rotated on an overall CIA Clandestine Services basis.

CONCLUSION

A Table of Organization for the DCI Cable Secretariat is required at this time.

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RECOMMENDATION

That the attached Table of Organization of nine slots be approved at this time for the DCI Cable Secretariat. It is also recommended that the establishment of a Full Message Center 7/0 be effected following a period of development following the 1 August reorganization. Message Center, loss the Secretariat, slotting is currently effective on the basis of Signal Center processing branch slots.

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Attachment : C O P Y

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